

Attendance Policy

Purpose: Our attendance policy is to ensure that the children are getting the most out of our curriculum and are staying ahead of the educational curve.

Absent Policy:

You must notify the center by **8:30 AM** if your child(ren) will not be attending the center.

If you do not call, and your child was not in attendance that particular day, it is up to the discretion of management to assess a fee of **\$10**

If your child is absent **two** consecutive days without notice, it is up to the discretion of management to withdraw said child.

Tardiness Policy:

The child(ren) must be at the Center no later than **9:00 AM**. We will allow a **15** minute grace period for an occasional emergency with a phone call prior to **9:00 AM**. This grace period is at the discretion of management and will not be abused. Please note that a phone call does not mean that the child will be admitted.

If your child is late without a phone call, it is left up to the discretion of management whether or not that child is admitted for the day.

Excessive tardiness will not be tolerated, and can lead to termination from the program or a change of provider

TOTally Kids Learning Center

Cheryl R. Spencer, Administrator

Address: 2345 Ferguson Road, Cincinnati, Ohio 45238

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Licensing By the State of Ohio

TOTally Kids Learning Center is licensed by the State of Ohio, Department of Job and Family Services. Our current license is posted throughout the facility.

The facility is licensed to operate legally by the Ohio Department of Job and Family Services, a toll free number is provided on the license to report a suspected violation of the licensing law or administrative rules. (See JFS 01237)

The majority of staff members have certification of CPR, First Aid, Child Abuse and Communicable Disease; as well as extensive training in licensing rules and regulations. Anyone wishing to report any concerns, complaints, and/or violations may call directly 1-877-302-2347, option 4. Please contact the Administrator as well.

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

TOTally Kids Learning Center, offer several opportunities to engage our families within the Center, just to name a few:

Donuts with Dad – During the week prior to Father's Day, we invite the "Father" figure and/or grandfather, uncle, godparent, etc., within the child's household to come in and have donuts and juice/milk with their child; then we asked the father to read a story to their child that depicts and celebrates fatherhood or positive male role models. These books are made available for their choice.

Muffins with Mom – During the week prior to Mother's Day we invite the "Mother" figure and/or grandmother, aunt, godmother, etc., within the child's household to come in and have muffins and juice/milk with their child; then we asked the mother to read a story to their child that depicts and celebrates motherhood or positive female role models. These books are made available for their choice.

Candyland – During the 3rd week of December, the Center engages into a life size board game of Candyland. Parents assist with decorations, exploring classroom themes and administering the actual event. Themed rooms allow children to participate in an educational fun activity with a sweet treat at the conclusion. Along the pathways are educational questions to be able to gain more candy (performing mathematics, spelling, signing or speaking in Spanish), and exiting the Center, one is allowed to visit the King Candy treat shop. Past themes have been, Popcorn Mountain, Ice Cream Slopes, Cupcake Cove, Licorice Lagoon, Gummy Hills, Jelly Bean Forest, etc.

End of the Year Activity/Begin the Year Activity – These events are designed to celebrate another year, maybe combined with Preschool Graduation. This event is themed to have a carnival; bounce; pot luck, or combined as a Parent Meeting/Parent's Nite Out.

Supervision of Children

Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed. Children at the Center will be supervised at all time (restroom included). **Rule 5101:2-12-19**

Incident Reporting Procedures

In the event of an incident at the Center, the staff member in charge completes an Incident Report in duplicate. The Administrator reviews and signs report, a copy is provided to the pick up person and a copy is kept for our records.

Location of On-Site Space for Breastfed Infants

The Center has made space available to those requiring within the office space for privacy and comfort.

Non-Smoking

This is a non-smoking facility

A Note From the Administrator

Because of our concern for the individual development of children, it may become necessary in rare instances to terminate services when it becomes obvious that a child no longer benefits from our program. This makes every effort to help place that a child in a more appropriate setting that he/she may continue to grow and develop according to their most immediate needs.

Termination may also be caused by, but not limited to:

Excessive absenteeism, Excessive tardiness (both dropping off and picking up), Use of profanity, Use or threatening actions, Disrespect for facility, teachers, etc.

In this event, all personal items/belongings (clothing, diapers, blankets, etc.) must be picked up from the Center within one week of the last day attendance. Any items not picked up will be dispose of properly at the discretion of TOTally Kids Learning Center.

There is an open door policy, Parents may schedule an appointment, call or email for concerns and/or complaints.

Philosophy Statement

TOTally Kids Learning Center provides exceptional educational child care. "Children are unique in every way, we strive to promote healthy development in a fun and loving environment." Education and caring for children is our passion, and we enjoy it every step of the way.

We are invested in the foundation of Jean Piaget, where children interact with the environment:

- Children learn best through constructive, purposeful play
- Encourages child initiated free choice supported by a variety of equipment
- By handling many different materials, children learn to observe, compare, sort, and sequence
- Theorized that children construct knowledge through action-children's curiosity about the world around them drives their learning
- Children seek and process new information on the basis of what they already know (assimilation)
- Children modify their thinking in order to make sense of new information and experiences (accommodation)
- Piaget described learning as a dynamic process with a number of stages
- Birth to 2 is the sensor motor stage, at about 2 through preschool years they enter preoperational period
- During preoperational period children begin to notice the properties of the objects they explore

Vision Statement

TOTally Kids is guided by high expectations coupled with the knowledge that all children learn at different levels and speeds, our preschool staff will provide students with a broad range of educational & fun opportunities that will help each child learn to the best of his or her abilities. We will strive to develop literacy skills as well as provide experiences that enrich each child's social, emotional, physical, cognitive, intellectual, and creative abilities.

Mission Statement

TOTally Kids Learning Center is dedicated to serving the needs of young children and their families by providing a high-quality, culturally diverse early childhood program within a safe, nurturing environment. The Center encourages the physical, social, emotional, creative and cognitive development of each child through the use of Developmentally Appropriate Practice.

Non-Discriminatory Policy

TOTally Kids Learning Center will not discriminate on the basis of race, creed, color, ethnic origin, religion, sex, or physical limitations any of its students and/or staff.

Staff

TOTally Kids Learning Center's staff have been chosen with care for his/her education, experience and love for children. Together we comprise an outstanding care-giving educational community. We share a common vision for the education and care of children. Our facility values collaboration with each other, administration, and parents in order to provide the best care and education for our children. The administrator and all staff are required by law to report their suspicious of child abuse or neglect directly to the local Child Protective Services, we are not required to inform Parents if a report has been made. Staff are requested to also inform administrator and/or director of reporting.

General Information

Broken Toys/Furniture

In the event of deliberate destruction of property belonging to the Center, it is the position of TOTally Kids Learning Center that parents are financially responsible for replacing those items. Financial reimbursement for broken toys or items are due within two weeks, failure to do so may result in the termination of childcare services for your family.

Child Abuse

TOTally Kids Learning Center is required by law to report any suspicious of child abuse or neglect. Please be mindful of that rule as we inquire about bruises, scratches, etc. It is both for the protection of our staff and your children.

Definition of Child Abuse and Neglect - According to the Ohio Revised Code (Section 2151.01 to 2151.54) an "abused child" includes any child who: is the victim of sexual activity, is endangered, "exhibits evidence of injury or death inflicted other than accidental mean", or whose injury is at variance with the history given of it. A child whose home is "filthy and unsanitary" or whose parents or guardians when able, refuse or neglect to provide him/her with necessary care, support, medical attention, and educational facilities, is also considered to be abused.

Confidentiality

All of the children records are stored in a locked cabinet located in the Director's office and kept confidential. Information relating to your child is confidential and will not be released unless written authorization is provided by Parent and/or Guardian. Exception to this rule is in the event of suspected child abuse.

A roster of the name and telephone numbers of parents, custodians, or guardians of children attending the Center are available upon request from the Director. For parents who requested their names or numbers not to be included on roster, the Center will not list.

Hours of Operation and Closings

The document may be accompanied by other evidence such as photos or drawings that the child has made.

For transfer to school, most local authorities provide an assessment summary format or a transition record for the setting to follow.

If there have been any welfare or protection concerns a star is placed on the front of the assessment record.

Transfer of confidential information

The receiving school or setting will need to have a record of concerns that were raised in the setting and what was done about them.

A summary of the concerns will be made to send to the receiving setting or school along with the date of the last professional meeting or case conference.

Our local Job and Family Services will stipulate the forms to be used and provide these.

Where there has been an investigation regarding a child protection concern the name and contact details of the child's social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation.

This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked confidential.

TOTally Kids is open Monday through Friday from 6:00 am - 11:00 pm, consideration will be given for extended hours after operating fully for over 3 months. The Learning Center provides both full time and part time services, before and after school, as well as summer camp for school-aged children.

The Center is open year round but will be closed on holidays for vacation. Please view holiday calendar. If the holiday should fall during a weekend, the center will be closed the Friday before or following Monday.

In addition, TOTally Kids follows Cincinnati Public Schools schedule for most closings.

In our efforts to ensure that our staff is trained to meet the needs of our clients the center will be closed for in-service days, you will be notified in advance when this occurs.

Holiday Calendar

<u>2017</u>		<u>2018</u>	
January 2	New Year's Day	January 1	New Year's Day
January 16	MLK Day	January 15	MLK Day
February 20	President's Day	February 19	President's Day
April 13	Closed 6 PM	March 29	Closed 6 PM
April 14	Good Friday	March 30	Good Friday
May 22	Memorial Day	May 28	Memorial Day
July 4	Fourth of July	July 4	Fourth of July
September 4	Labor Day	August	TBD
September 29	Center Closed	September 3	Labor Day
October 9	Columbus Day	October 8	Columbus Day
October 23	Closed 6 PM	November 12	Veterans Day
November 27/28	Thanksgiving	November 27/28	Thanksgiving
December 25/26	Christmas	December 25/26	Christmas

Financial Information

Fees New born to 18 mos. \$225 Fulltime/\$182 Parttime; Toddlers \$200/\$157; Preschoolers \$178/\$157; School Age \$148/\$104

Tuition and Voucher fees are due every Friday of the first week of each month or weekly. You are securing your child(ren) slot with payment.

If fees need to be increased, a minimal notice of two weeks are provided.

Returned checks are assessed a fee of \$40

Parents are responsible for payment on all special projects, field trips and special activities.

ODJFS will be notified immediately when co-pays are delinquent, once they have been notified, your case will be unauthorized.; which means your child cannot attend any childcare facility, until you have a zero balance.

Late Fees

Late Fees are assessed on payments as \$25, it will accumulate until the entire balance has been resolved.

All late fees must be paid before the child can re-enter the program.

Non payment of late fees (\$50) and/or arrearages of balances will be handled through a collection agency

Withdrawal Policy

Children may be withdrawn from the center for non payment, behavior, violation of policies.

For a parent to withdraw child, there must be a two-week notice given. If items are left, they will be properly disposed of after one week

Vacation Policy

Children have two weeks' vacation time to use each year. While using vacation time, the children may not be present at the center for any portion of the week. Restrictions are: The director must be notified 2 weeks in advance before the vacation days are used. Parents are still required to pay the weekly tuition or voucher fees during vacation, once again this secures your slot.

Records Transfer Policy

We recognize that children sometimes move to another early years setting before they go on to school although many will leave our setting to enter kindergarten or another school in its entirety.

We prepare children for these transitions and involve parents and the receiving setting in this process. We prepare records about a child's development and learning in TOTally Kids LC setting's; in order to enable smooth transitions we share appropriate information with the receiving setting or school at transfer.

Confidential records are shared where there have been child protection concerns according to the process required by our Job and Family Services Board.

The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

The records are released upon the Parent and/or Guardian's signature.

Transfer of development records for a child moving to another early years setting or school

Using the TOTally Kids chosen assessment of development and learning ensure the key person prepares a summary of achievements in the 9 areas of learning and development.

This record refers to any additional language spoken by the child and his or her progress in both languages.

The record also refers to any additional needs that have been identified or addressed by the setting.

The record also refers to any referral were made as a result of the screening process and gives the name of the lead professional.

The record contains a summary by the key person and a summary of the parent's view of the child.

Communication and Engagement Policy

During the Parent Orientation process, a time is designated for staff to meet with new Parent to develop the child's portfolio, information is shared in detail regarding child's routines, any changes family may be experiencing, etc. The Family Information sheet is discussed and family's cultural practices are incorporated into the child's developmental plan. The ASQ3 is distributed, discussed and requested that Parent complete at this time.

Staff discusses the methods of communicating with Parents and which method is more feasible for them:

- *Newsletters*
- *Notes to Home*
- *Email*
- *Procure Messages*
- *Parent and Teacher Conferences*
- *School Closings/Delays via FOX 19*
- *Face to face meetings or discussions*
- *Parent Workshops*
- *Parent Meetings*
- *Community Resource Area*

Should a significant change occur in your home please inform the Center as soon as possible. Common causes of stress include parents being away from home for an extended period of time, a new person living in the home, illness of either parent or sibling, separation or divorce, etc.

Conferences are given throughout the school year at the request of either parent or of the child's teacher. Appointments for conferences should be made in advance with the teacher

Student evaluations are given two or more times during the school year. The teacher discusses the child's progress throughout the school year during conferences and provides two or more written progress reports that are sent home and opportunities are given to discuss at conferences

Staff also share the calendar of closings and annual events: Candyland, Open House, Parent's Nigh Out; Preschool Graduation , Workshops, and the End of the Year Festival.

Enrollment Procedure

Children must be 6 weeks to 12 years of age. \$25 Registration fee. No child will be admitted unless the Center has been furnished with:

- A completed enrollment/ health information form/shot records
- A completed emergency transportation form allowing Center to transport
- A completed medical which is signed by a physician indicating the following:
The child is free from contagious or communicable disease and is able to participate in child day care.

The child immunization record for tuberculosis, DPT (diphtheria, pertussis, tetanus) and boosters, oral polio, measles, rubella, mumps, HIB (haemophilus b) hepatitis B, Varicella Zoster (chicken pox), and hepatitis A including the date of the immunization and the history of diseases the child may have had.

Documentation completed for those families whose children are not immunized. Care for ill children who have not been immunized, will be isolated from other children and required parent release immediately.

Arrival and Dismissal

When bringing your child into the center, please make sure to at least make visual contact with the teacher, then take your child to restroom for toileting needs. Please allow time for the teacher to greet your child. Parents also need to remember to check in and/ or swipe in upon arrival and dismissal; staff will document arrival and departure of each child on the attendance record. Children must report in by 9:00 am. Only persons on the authorized pick up sheet are allowed to leave with the children. Anyone other than the parent needs to show ID before they will be allowed to leave with the child. All residential parents and guardians have unlimited access to the center during normal business hours. Non residential parents have access to the center as described in Section 3109.051 of the Revised Code, and are subject to any agreement between parents. A copy of the custody agreements must be on file at the center.

Late- Pick Up

TOTally Kids Learning Center charges a \$15 late pick up fee for the first 5minutes and \$10 for each additional 5 minutes for being late, with notification of being late. If there is no communication from Parent, Child Protective Services will be notified after 15 minutes of closing. Fees must be paid within 24 hours of being late. Failure to do so may result in your child not being able to return until fee is paid.

Probationary Period

TOTally Kids reserves the right to implement a Probationary Period beginning with the first 14 calendar days from the child’s start date. This agreement may be terminated at any time during this period by the Center only. In the intent to cancel services during this period, a two week notice is provided under normal circumstances.

Inclement Weather

TOTally Kids Learning Center will notify Parents and Staff via **FOX 19** of closings and/or delays due to inclement weather and snow days. We try hard not to close. Only in the worst conditions, when the safety to our teachers, students and their parents would be in danger, would we close.

Parents of children whose school is closed or delayed due to inclement weather may bring them to the center.

Teacher to Child Ratios

The Ohio State Law specifies the following Staff/child ratios:

<u>Age</u>	<u>State Max</u>	<u>TOTally Kids Learning Center</u>
0 weeks to 12 months	1: 5	2:12 Maximum group size
12 months to 18 months	1: 6	2: 12 Maximum group size
18 months to 30 months	1:7	2:14 Maximum group size
30 months to 35 months	1:8	2:16 Maximum group size
3 - 5 years	1:12	2:24
5 years and up	1:18	2:36

Curriculum

Field Trips/Routine Trips

No child will be permitted to attend field trips unless a permission slip is signed.

The children will participate in walking field trips only. Parents will be notified ahead of time. To ensure safety of the children there will also be more staff members than required by law.

A first aid kit, attendance sheets, identifying t-shirts and/or item, signed permission slips and emergency authorization forms will be available during all field trips.

Staff members will take a head count of children before leaving to or from field trip.

Observations

Parents are welcome and encouraged to observe their child’s class. Please schedule your visits through management. The parent’s role while in the classroom should be that of an observer of the children and their activities. The parent is asked not to become involved in what the children are doing by talking to them, but to remain in the background and enjoy watching the children at work.

If you are most interested in seeing your child’s experience, you may observe in your child’s own classroom. Please ask for more information about observations and how they may inform your understanding of our Center.

Publicity Agreement

Photographs of the children participating in our program may be taken during Center’s hours for publicity purposes. There will be no compensation offered.

Safety Policy

All staff members are responsible for the children's safety. No child will be left alone or unsupervised. Each child will be greeted in the classroom upon arrival and departure to ensure that a staff member is aware of each child's presence. At all times staff members must have access to a working telephone within the building and/or two radio or cell phone for outdoor communication. In compliance with Ohio State Law, spray aerosols will not be used while children are present.

In the event of a **medical emergency or accident** to a child, these procedures will be followed:

- First Aid will be administered
- The child's parent (s) or emergency contact person will be notified
- The child's emergency form will be obtained from the file in the office
- If, necessary the child will be transported to the hospital, staff will accompany
- The responsible staff member will complete an incident report immediately, copies will be signed, one to remain in file, the other to parent.

It is important to keep the Center informed of any changes to telephone numbers and emergency contact information. If your child is hurt, sick or needs your attention, we need to be able to reach you.

Water Safety

Written permission containing the signature of a parent/guardian is required each time we take your child to the Recreation Center for water play. Pool time will always be supervised by our staff and a certified lifeguard employed by the City of Cincinnati.

Nap Time

A reclining rest period is required by state regulations for children under the age of 6. The child is assigned either a crib and/or cot that is sanitized regularly. Blankets are sent home weekly on Friday's to return that following Monday

Meals and Snacks

TOTally Kids Learning Center will offer all fluids for meals and snacks.

TOTally Kids Learning Center will provide Breakfast, Lunch and all snacks.

Parents will provide sack dinner

Breakfast	Served from 8:30 am- 9:00 am
Morning Snack	Served from 10:00 am-10:30 am
Lunch	Served from 12:00 pm-12:30 pm
Afternoon Snack	Served from 2:45 pm-3:15 pm
Dinner	Served from 6:00 pm-6:30 pm
Evening Snack	Served from 8:00 pm-8:30 pm

****If Center partners with CCFP for Meal reimbursement, all meals will be provided at that time.**

If any child has to have a modified diet the parent will provide these items and this will be recorded in the child's file and on a data form for the day-care records.

If parent fails to provide sufficient food for the day, the Center will supplement food to include USDA requirements to ensure the four basic food groups to be offered

Daily Schedule

TOTally Kids program has been developed to serve the needs of today's family. We answer the dilemma that many parents face...where to find quality childcare.

As teachers and caregivers, our goal is to achieve a sense of continuity between home and center. Children need to maintain a familiar and comfortable routine. Each child's care and learning opportunities are individualized.

TOTally Kids will introduce your child to the wonders of learning. We will help him or her transition into the Center and within the Center to be successful in acclimating to the daily schedule to offer routine and familiarity.

Infant Care Policy

TOTally Kids allow infants to safely and comfortably sit, crawl, toddle, walk and play according to the infant's stage of development.

Remove each infant from the crib, swing, infant seat, exercise seat or other equipment throughout the day for individual attention. Provide each non-crawling infant the opportunity for tummy time each day.

Maintain a daily written record for each infant that is provided to the infant's parent or person picking up the infant on a daily basis. The record shall include the following information: Food intake, Sleeping patterns, Times and results of diaper changes (every 2 hours, unless otherwise noted by parent). Information about daily activities. Each infant shall be removed from his or her crib for all feedings. Infants shall be held or fed sitting up for bottled feedings. At no time shall a bottle be propped for an infant.

We shall prepare and serve infant food in a manner appropriate to the developmental needs of each child. The center shall introduce new foods only after consultation with the parent. The center shall comply with written feeding instructions from the infant's parent, physician, physician's assistant, or certified nurse practitioner (CNP) which shall include the following: Type of food and/or formula/breast milk, Amount of food and/or formula/breast milk, Feeding times or frequency of feedings. Require the parent to update the written feeding instructions as needed. Not feed any foods, other than formula or breast milk, to infants under four months of age, unless there is written documentation on file from a physician, physician's assistant or CNP. Ensure that formula, breast milk, or other liquids in a bottle are heated in bottle warmer. If formula or breast milk is to be warmed, bottles shall be placed in a container of water not hotter than one hundred twenty degrees or be placed in a commercial bottle warmer. The container of water shall be kept out of reach of children and shall be emptied and cleaned each day. The bottle shall be shaken well, and the formula or breast milk temperature tested before feeding. Frozen breast milk shall be thawed under cold running water or in the refrigerator. Ensure that the unused portion of formula, breast milk or food remaining in a container from which the infant has been directly fed shall not be reheated or served again. Store, prepare and serve food, formula and breast milk in a safe and clean manner. Prepare infant formula they shall do so according to the manufacturer's instructions or instructions from the infant's physician, physician's assistant or CNP. Ensure that open containers of ready-to-feed and concentrated formula shall be covered, dated and refrigerated according to the manufacturer's instructions. Prepared formula and food shall be discarded or sent home daily if not used. Label all bottles or prepared food with the infant's name and date of preparation. All formula shall be refrigerated immediately after preparation or upon arrival if the formula is prepared by the parent. All commercially prepared food shall be stored according to the manufacturer's instructions and not served after the expiration date. Ensure that if breast milk is provided by the parent, it shall be labeled with the infant's name, the date pumped, and the date the bottle was prepared.

Clothes and Bedding

Clothes

Please send your child in appropriate play attire. Remember, they will be involved with paint, clay, mud, sand, plaster and anything else we can think of that is messy and fun.

It is important that each child's clothing is labeled. **Please put the child's name on all coats, sweater, gloves, scarves, hats and boots;** those who are age appropriate, encourage them to be responsible for their own clothing. Boots are essential for rainy and snowy days. Individual teachers may have a specific policy for extra clothing or to refrain from wearing boots all year around.

Each child needs to have a complete change of clothes, including socks and underwear. If your child is potty training, you might need more than one.

Appropriate outerwear is required at all times

Bedding

Please send a blanket and pillow for your child's nap. **These items need to be taken home and laundered each Friday.** All items sent to school must be labeled with your Child's name.

There is a "lost and found" box located within the Center.

Outdoor Play

5101:2-12-11 Outdoor Play

The children will be using the play space facility located at the center; the staff will make sure that all children go the restroom before they go out to the play area, and to get a drink of water. If the child has to go to the restroom the child will be escorted by a teacher.

Children play outside every day, even if it is raining, please dress your child appropriately. Children are required to go outside each, weather permitting, if a child is too ill to go outside, they should not be in the Center that day. We will follow State guidelines for inclement weather conditions that prohibit outside play; temp 25 - 90 degrees. Infants over 1 year of age will also

Before all this can take place, the child's parent and teacher along with the director will have to discuss the transition and will sign an agreement and set individualized transitions goals on the forms.

Within the 90 day transitional period, the following occurs: A schedule is developed between current teacher and future teacher for weekly transitional visits. Notification is given to parent, of which they sign off on, indicating what month the transitional visitation begins and the schedule of when they occur. The final date of transition is noted. Any other pertinent information required, such as new teacher's name, uniform policy, etc. A transition letter is provided to the parent. Another notification is provided as a courtesy 5 days prior to the move. At this point the child is visiting more frequently to older group and the discussion is introduced about moving to that particular classroom. The child is engaged more with the teacher and the rapport as well as the expectations of the room is shared with both child and parent. At this time age-appropriate activities are introduced to assist with transition such as:

From infant to toddler: transition from high chair to child size table and chair; move child from crib to cot; make adjustments to napping and feeding schedules.

From toddler to preschool: Scheduling visits to the preschool room; decorate cubby in the new room or create an "all about me" poster board.

From Preschool to Kindergarten: Help the child learn about bus safety or safely walking to school; decrease the length of rest or nap time; possibly eating sack lunches

The week before the move the child is on hand to assist with her/ his personal belongings, to see where the placements of such items would be; be introduced to room and space. Information regarding what the classroom's goals are shared with parent, as well as pre-conferencing with current teacher as to child's development. A friendly reminder call is made to parent of indeed the change for the upcoming week.

For those students transitioning totally out of the program for another school (kindergarten) 30 days prior to leaving discussion with parent to get pertinent information such as name of school, teacher, etc. Periodic reminders and preparation for departure to new school are reiterated with student to make the transition process easier (if leaving the center completely, an opportunity to say goodbye is afforded and all belongings are given)

A graduation ceremony is planned and implemented for all Pre-K students, diplomas' are received, transitional tool is prepared for those entering Kindergarten, with permission of parent. Entire class is part of the departure from Pre-K to Kindergarten by singing songs and showing excitement about attending the next level of schooling. If child remains in after school program, an opportunity to talk about new environment is afforded to him/her.

The Center shall ensure that Diapers shall be changed immediately when wet or soiled; Clothing shall be changed immediately when wet or soiled. When changing diapers the center shall comply with the following: The center shall wash all soiled areas of the child's body with either a wash cloth, which is then appropriately sanitized, or a disposable wipe; the staff shall place a disposable separation material between the child and the changing surface. A different separation material shall be used for each diaper change. Parents will provide their own diapers and wipes, which are labeled. No child shall be left unattended on the diaper changing table; children who are waiting for toileting and diapering shall not be placed or required to sit directly on the floor. The center shall ensure that each child has a clean supply of diapers and an extra change of clothing available at all times.

The center shall store soiled disposable diapers in a plastic-lined covered container that prevents hand contamination and is not easily accessible to children and discard diapers daily or more frequently as needed to eliminate odor.

Toilet training shall occur based on a child's readiness and consultation with the parent regarding practices in the child's home. The center shall ensure that toilet training is never

Transportation

TOTally Kids Learning Center does not offer transportation.

If your school age child is to be dropped off by public transportation and/or school transportation, you must notify the administrator if your child will be absent. In the event your child is scheduled to be at the center after school, but the child does not appear at the Center, the administrator will be notified immediately and the administrator will notify the parent/guardian.

Evening and Overnight Care

**** If Center determines a need for extended care, the following procedures and Policies will be applicable.**

Child care staff members shall remain awake at all times, and shall supervise sleeping children pursuant to rule 5101:2-12-19 of the Administrative Code.

The center shall provide adequate lighting indoors in all areas, including bathrooms, hallways, and sleeping rooms to ensure that child care staff members are able to see all children at all times. The center shall ensure that parking areas, outdoor walkways, and all building entrances be adequately lighted for safety and security. The center shall ensure that anyone on the premises during evening and overnight care hours shall be limited to persons authorized by the administrator or owner and parents and guardians of children in care. Each child in care during evening and overnight hours shall be provided with an individual crib, cot, or mat in accordance with rule 5101:2-12-20 of the Administrative Code. The center shall develop bedtime routines in consultation with the parents of the children. The center shall provide a **written security plan** that ensures that access to the center is limited to parents and guardians of children in care and authorized persons. The center shall ensure that children are supervised at all times during the limited access hours. The plan shall ensure the supervision of the children. The center shall provide sleeping arrangements so that sleeping children are cared for separately from children who are awake, and so that sleeping children are not disturbed by arrivals and departures. The center shall ensure areas where children sleep during evening and overnight care are on the building's ground floor unless another floor has been approved for the care of sleeping children by the local fire official having jurisdiction. The provider shall have activities before bedtime which allows for children's individual choices and needs. Activities may include meals, play, homework, relaxation, personal grooming, and outdoor play during daylight hours. Ensure that child care staff members assist children during washing and changing clothes according to children's developmental needs. Separate school-age boys from school-age girls during washing and while changing clothes to ensure privacy. Change bed linens weekly, when soiled, and when assigned to a different child. Ensure each child has a clean, individual washcloth, towel and disposable toothbrush, as appropriate for the age of the child, and provide children access to running water, liquid soap and toothpaste.

Transition Policy

TOTally Kids Learning Center has several transitional opportunities:
New Student
Transitioning to older group of children
Transitioning out of Center

Upon entering the center, each child is introduced to his/her classroom, allowed to choose a cubby if applicable; shown their cot, spoken to about bringing in own blanket for nap time, they are given the tour of the classroom and provided the rules of the classroom. Parent and child's input is asked to bring something from home if applicable. The parent is also given tour, handbook, and the teacher's availability for conferences, etc.

A welcoming packet consisting of a certificate, stickers and special acknowledgement is prepared for new student and shared with him/her upon their first day, to assist with the separation period a "Farewell" period has been created. **For Toddlers:** Your child's teacher will contact you to set up a separation period in which you will come to the Center with your child. At these times, you may read a book, balancing a checkbook, bring your laptop...anything that you feel comfortable doing so that your child will see you at work as well. At the end of the hour, you will leave the classroom with your child. Over a period of days, established between yourself and your child's teacher, your child will begin remaining at the Center without you. Your trust in the teachers and the Center are important at this time, your child will take his/her cue from your emotional reaction.

Children 3 years and older: It can sometime be difficult for children and parents to say goodbye, particularly at the beginning of a new school year or term. Your trust in the teachers and the school are important at this time, your child will take his/her cue from your emotional reaction. If your child is not acclimating to the environment your child's teacher will let you know and suggest an alternative similar separation process as used in the toddler program. Your child's teacher will contact you to set up a separation period in which you will come to the Center with your child. At these times, you may read a book, balancing a checkbook, bring your laptop...anything that you feel comfortable doing so that your child will see you at work as well. At the end of the hour, you will leave the classroom with your child. Over a period of days, established between yourself and your child's teacher, your child will begin remaining at the Center without you.

Each student is reviewed semi-annually in July and December as well as the enrollment date to ensure appropriate transitions. Children who are of age or 1/2 ages will transition to the older group of children on a 1 to 3 day a week schedule. They will spend at least a half of the day following the older schedule.

Child Screenings Policy

TOTally Kids Learning Center has established a Community Partner Agreement with Easter Seals of Cincinnati to conduct initial Child Screenings (Denver II) and annually. The results are shared with staff and parents by Easter Seals staff by giving a copy of the screening results; and those children requiring additional services are referred out to the appropriate agencies. These screenings are conducted annually by Easter Seals .

ASQ 3 is the tool utilized for TOTally Kids Learning Center Child Screenings. During the Parent Orientation, the Child Screenings are discussed and Parental Consent is obtained. The ASQ 3 is conducted in house, within the first 60 days of enrollment. The results are shared with parents by providing a copy of the actual score sheet; and those children requiring additional services are referred to Easter Seals for further assistance.

TOTally Kids LC will work with families to develop and update written annual goals for children. (Developmental and Educational Goals; JFS 01514)

Referral Process

Referrals are made by completing the Referral Form and submitting to the appropriate agency (**Easter Seals**). Follow up is required to determine the date of the appointment and if it was kept.

Documentation is filed within child's file and indicated on the cover of follow up dates of service

**The Center does not conduct formal assessments on enrolled children.

Written Security Plan

It is important to ensure Parents that the facility is secured at all times. The facility has inside and ground surveillance at all times for safety precautions. The front entrance is locked after 7 PM, which access to the building has to occur by authorized persons; therefore, minimizing access to the building to only include parents/guardians and staff.

- There is a mandatory sign-in for all parents and visitors, with a staff member assigned at all times to answering the door or monitoring the building's entrance.
 - As required, make sure that adults who pick up children from your program are authorized to do so. For any adult whom staff do not know, check that the adult's identification matches information on file about those authorized to pick up the child.
 - Never share information about a child with anyone except his/her parents. Decide if there is other information that is sensitive and should be shared only with certain people.
 - Staff are knowledgeable which information should (or should not) be shared, with whom, and how. Staff is advised on what to do if they receive an unusual information request. They are alert and aware of surroundings. Report anything out of the ordinary.
 - They are aware of adults near your center or home who are not parents or adults from the neighborhood. Take notice of unusual visits or phone calls.
- The monthly fire drill, will have staff identify at least two ways out of each room and practice evacuation through alternate exits.
- Monthly test smoke alarms to make sure that they are in working order, and check any fire extinguishers you have to make sure that the gauges show that they are still "charged." Staff are trained to use any fire extinguishers you have.
- Parents have phone access to both the administrator's cell phone, and the evening supervisor cell phone to assure safety measures at all times, even in the event of power outages.

Lockdown Policy

LOCKDOWN is implemented when the threat of violence or gunfire is identified. If occurs during outside play, seek appropriate shelter within building and/or another secured shelter. During **LOCKDOWN**, students and staff are to remain in designated lockdown locations at all times. Do not evacuate until room is cleared by law enforcement or an **ALL CLEAR** signal is given by site administration. This response is considered appropriate for, but not limited to, the following types of emergencies: Gunfire and the Threat of extreme violence outside of the facility; Imminent danger in the surrounding community

Lockdown requires closing and locking doors immediately after which no one is allowed to enter or exit. Requires **ALL** exterior doors are locked
Is intended to prevent intruders from entering occupied areas of the building
Dictates that, once room is secured, no one is allowed to enter or exit under any circumstances until room is cleared by law enforcement or **ALL CLEAR** is issued by site administrator

Disaster Plan

The Center shall have a written disaster plan and it be made available to all staff, to include an emergency plan for the following:

Evacuation/Rapid Dismissal Plan/Drills

Rapid dismissal plans are posted in each classroom. The staff will direct children to designated location, Western Sports Mall, directly behind the Center

Fire Drills are conducted monthly at various times. Children are shown the proper way to exit building, a written report is kept on file. Emergency evacuation plans including fire and weather are posted in each classroom and throughout the building.

Safety plans are designed for implementation in extreme emergencies, including fire, tornado, blizzards, ice storms, thunderstorms, natural disasters, earthquakes. For earthquakes and severe thunderstorms children will be directed under furniture on lower level); Provide care and meals as needed until children are able to be released to Parents. Tornado Drills are conducted monthly during that season.

Lockdown procedures will take place due to threats of violence which includes active shooter, bioterrorism or terrorism. The location of supplies and procedures for gathering necessary supplies for staff and children if required to shelter in place are located next to office first aid kits.

If children are outdoors, they will be directed toward the Center or Sports Mall.

If a disaster occurs during field trips or routine trips, children will be taken to the nearest safe shelter, attendance will be taken, the administrator will be notified and parents will be contacted. Emergency personnel will be contacted to await further instructions.

Emergency or disaster evacuations due to hazardous materials and spills, gas leaks or bomb threats. The local emergency persons will be contacted and the Center will await their instructions.

Outbreaks, epidemics or other infectious disease emergencies, the Health Department will be contacted, the staff will await their instructions.

Comprehensive Health Screenings Policy

TOTally Kids Learning Center does not offer Comprehensive Health Screenings for children, however information is provided on the importance of these screenings, when they should be completed, and community resources that can help families obtain them. The parents sign off that they have received such information.

Health screenings benefit the overall health of the child. It is through checkups and tests that physicians can identify potential health problems. Many childhood health problems can be connected before they become a health problem that the child carries into adulthood. Through health screening, healthy eating and regular physical activity you can help your child learn healthy living habits which can lasts a lifetime.

Your child should have blood pressure measurements regularly, starting at around 3 years of age. High blood pressure in children needs medical attention, it may be a sign of underlying diseases. If not treated, it may lead to serious illness.

Lead can harm your child, slowly physical and mental growth and damaging many parts of the body. The most common way children can get lead poisoning is by being around old house paint that is chipping or peeling.

Your child's vision and hearing needs to be tested around 3 to 4 years of age and definitely prior to starting school.

Administration of Medication, Food Supplement, and Modified Diets.

TOTally Kids Learning Center has a **NO** administering medication policy. The only medication that will be administered on grounds are inhalers, breathing apparatus and Epipens.

Food Supplements and modified diets will be administered only after parent has completed ODJFS Form 1217. This form requires specific instructions to be completed by a physician.

The following is required:

- Written request must be obtained from the physician and the parent/guardian before any medication may be administered by the director, teacher. The request must include instructions as to name of medication, dosage time and duration of medication and possible side effects.
- All medication must be in original containers (child proof) and have an affixed label, including the child's name, name of medication, dosage, route of administration, and time of administration.
- It is advised that all medication and signed permissions forms be brought to the director or teacher and not placed in a diaper bag or school bag.
- Inhalers carried by school age children will be given to the Director or teacher upon their arrival to the center.
- All medications will be kept out of reach of children.
- Each time medication is administered the date, time, dosage amount, and signature is documented on page 2 of the Request for Administration of Medication form by the person administering the medication.

All chemical and harmful substance is kept out of reach of children.

In an emergency injury, 911 will be called for transport to the closest hospital then the parent will be contacted. An accident form will be filled out to let the doctor (s) and parent (s) know exactly what happened. The director or a staff member will accompany the child to the hospital.

** If Parent refuses to grant consent for emergency treatment, the Center will not enroll said children.

Loss of power, water or heat, contact the utility company to determine the length of time without services, if a reasonable time is not available, the Center will close.

Other threatening situations that may pose a health or safety hazard to the children in the center. The Center will contact the local emergency services or health department to determine further action.

Infants will be transported in evacuation crib, with necessary food, those having special needs and/or health conditions.

In the event of evacuation of the Center, the identified shelter will be the Sports Mall, located directly behind the center. Classroom binders will accompany the children, which contains both emergency and health information. Upon arrival staff will take attendance to ensure that all children have been evacuated. The Sports Mall has food and water, children will remain until they can be reunited with the parent.

Reunification with parents will occur once notified, signage will be posted at Center and made available to Parents, emergency contact information for the Administrator and Director. Both teachers and administrators will begin notifying and communicating with parents regarding the location of the children if evacuated. There is a Center cell phone as well as personal cell phones that are made available for communicating with parents during loss of communications, no phone or internet service available.

Train will be trained or reassigned duties as appropriate.

The plan will be updated on a yearly basis.

Local emergency officials are granted copy of plan and staff are in contact with emergency management officials.

